



INSTRUCTIONAL ASSISTANT II

PRIMARY FUNCTION:

Performs a variety of instructional and/or support duties to assist the school and teachers in instruction, supervision, and education of students with special needs (medical and/or disability) and students requiring educational/behavioral interventions in regular education classroom settings (inclusion), one-on-one, Resource Room, and pull-out (intervention) instruction.

SUPERVISED BY:

Receives general supervision from an assigned administrator and work direction from other licensed staff.

ESSENTIAL FUNCTIONS OF THE JOB:

May include, but are not limited to, the following:

1. Assisting teachers and specialists in assessment, academic and instructional support, student interactions, enforcing safe behaviors, and enhancing social growth of students in the school setting.
2. May participate in IEP planning and assessment meetings to provide direct input and recommendations on student progress and needs.
3. Providing direct assistance to the teacher in such activities as:
 - a. Implementing lesson plans;
 - b. Preparing instructional support materials;
 - c. Administering assessments and assisting in grading/recording;
 - d. Working directly with students in small groups; and
 - e. Providing individualized instructional and learning assistance.
4. Supervising students in a variety of settings, including on the playground, in hallways or on entering or leaving the classroom.
5. Maintaining regular and consistent attendance and punctuality.
6. Performing related duties consistent with job description and assignment.
7. Taking steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations on an as-needed basis.
8. Exercising discretion and assuring protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures when communicating with students, parents, community members and other staff members.
9. Providing instructional support and tutoring to students in inclusion, pullout, and one-on-one sessions.
10. Documenting progress of students to assist teacher in assessing progress with education plans. Maintaining, or assists in maintaining, student progress reports.
11. Preparing instructional materials related to area of assignment; copying materials, developing visual aids and charts, and collecting and distributing supplies and equipment.
12. May provide assistance in other special education and regular education settings as necessary and as assigned. May provide assistance in student supervision.
13. May escort students in one-on-one or small groups to and from recess and playground, to and from bus locations, and may be required to ride on the bus with student(s).

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Basic principles and practices of instructional program within area of assignment. Proper childcare techniques.
2. Techniques and methods of student supervision and classroom management.
3. English usage, spelling, grammar and punctuation, basic bookkeeping, as required of specific assignment.
4. Modern office methods, practices, procedures and computer equipment.

Ability to:

1. Work in an environment with frequent interruptions and changing tasks and priorities.
2. Assist, console, and manage students who may be emotional, distraught, or frustrated.
3. Remain calm, focused and in control when working with students, parents, guardians, and community members who may be upset.
4. Learn growth and development principles of students.
5. Monitor student progress and advise teacher of student progress or deficiencies.
6. Follow written and verbal directions and take the initiative to seek clarity and take action when needed.
7. Be trained in instructional and behavioral intervention methodologies in such content areas as reading, writing, and mathematics, and in such areas as safety, medication, and intervention systems.
8. Work effectively and collaboratively as a team member.
9. Be or become knowledgeable and supportive of classroom management and student discipline procedures.
10. Patiently and effectively work with students, including students with behavioral problems and learning disabilities.
11. Learn basic first aid and safety requirements.
12. Work independently, in the absence of direct teacher contact, to carry out a prescribed lesson plan or activity schedule.
13. Apply prescribed instructional program in small and large group settings and in an individual tutoring setting.
14. Physically perform tasks.
15. Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

One year of responsible instructional experience, child education classes, or child supervision experience.

Training:

Associate's degree OR 2 years of college OR completion of highly qualified certification test.

Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold and wet and/or humid conditions.

It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.

The employee may be required to travel on school transportation while supervising and assisting students.

Physical Requirements:

Frequently required to sit, talk, lift, carry, move about, and hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Intermittent walking, bending, twisting, squatting, kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.

Regular attendance at work and work activities is required.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of district policy and the collective bargaining agreement.

Work Year: 182 days
Bargaining Unit: CLASSIFIED
FLSA Status: Non-Exempt
Date Revised: October 2023

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.